

SECURITY INFORMATION ~~SECRET~~S/A
47B

9 November 1951

MEMORANDUM FOR THE RECORD

SUBJECT: Contracting Function

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1. The [] Contracting function is the current subject of review and recommendations by the Assistant Director for Personnel, [] (Fiscal Advisor to the DDA) and by the Comptroller. It is believed that the major conclusions which will be derived from these studies is that the function is a necessary one, that there is considerable need for further procedural development in its accomplishment, and that the organizational placement of this function is or is not correctly with the Comptroller's Office.

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2. Pending final resolution of the many problems involved, the undersigned urgently requests that he be relieved of his designation as [] and that a member of the General Counsel's Office be temporarily so designated. The urgency of this interim designation is that the writer is overwhelmed by other responsibilities of greater immediate importance and unless relief is granted will be greatly handicapped in trying to implement the new Confidential Funds Regulation []

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3. The specific reason for recommending the designation of a member of the General Counsel's Office for the accomplishment of this function is that representatives of the Office of the General Counsel are currently performing most of the technical services required in this activity and also in practice are fulfilling eighty per cent of the Special Contracting Officer's responsibilities. They accordingly have great familiarity with the Agency contractual policies and problems and could perform the entire function as presently being performed without a material increase in staff.

4. An alternative recommendation is the immediate transfer of a qualified member of the Finance Division to the Contracting Unit and his designation as Contracting Officer. This suggestion has considerable additional merit in that the financial administration of covert contracts is always a major issue in the development and application of contractual concepts.

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Chief, Coordinating and
Contracting Staff

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